

Perform Air International Inc.
Section VI - Attachments
Att.66.08 - Job Description

Revision	Revision Date	Revision Change
N/I	01/26/23	Initial Release/Re-release
1	07/05/24	Revision to Department Manager
2	09/26/24	Revision to <i>Qualifications</i>

Position Title: Director of Training

Grade Level: 43-1011-19

Exemption Status: Exempt

Department: Training

Division Manager: Director of Training

Department Manager: Senior Training Manager

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position has the responsibility and authority to conduct and supervise all training and development programs for employees of all affiliate companies. The position plans and facilitates leadership development programs for employees, assists department managers / supervisors in their analysis for additional training needs, and the effectiveness of the training previously taken.

This position assumes the responsibility to develop, deliver and update comprehensive training as required by regulatory, customer or company directives. Maintains all records and reports associated with training and advises managers and employees on selecting appropriate learning / training options to meet individual and company goals.

The President may assign additional responsibilities of this position at any time.

This position may require travel.

Qualifications:

Education: BS, BA, AA Degree or High School completion plus one of the following requirements fulfilled.

Experience: *Two years' experience in a Training Management position*

Training: *Two years in house employment plus Documented training records of at least 150 hours.*